

COMPLAINT INFORMATION
USDA Donated Commodities

Recipient Agency Name _____

Address _____

Contact Person _____ Title _____

Telephone Number _____ Fax Number _____

Commodity Name _____

Delivery Order No. _____ Contract No. _____

Notice to Deliver No. _____

Lot No. _____ Box No. _____ Pack Date _____ Can Codes _____

Vendor _____

Date Shipped _____ Received _____ Qty _____

Location of Commodity _____

Amount Remaining/on hold _____

Is Product Under Warranty? Yes _____ No _____

Description of Problem (Amount damaged and how)

Action Sought Replacement _____ Notify Vendor _____

Vendor Response _____ For information only _____

Other _____

NOTE: Please call your State Distributing Agency, if necessary, to complete your Commodity Complaint Information form before calling the USDA Commodity Complaint Hotline number 1-800-446-6991. You may also fax the form to the Food Distribution Division at (703) 305-2721.